

## **Guidelines for Online Synopsis Submission and Evaluation in MAPC (Discipline of Psychology, SOSS, IGNOU)**

**(applicable for MAPC Learners re-registered for Second year till the  
session January 2020)**

**Dated 20<sup>th</sup> May 2020**

The following guidelines need to be followed regarding **online submission and evaluation of MAPC Project Synopsis** to facilitate the learners to carry out and complete the project course in the present Covid-19 situation. **The guidelines will be applicable for those learners who have re-registered for the Second year till January 2020 session.**

### **Guidelines for Synopsis Submission**

1. A specific email ID will be created by each Regional centre for accepting online submission of synopsis from the learners.
2. The RC can contact the synopsis evaluators from the approved list in the region and take their consent for online evaluation of synopsis.
3. The updated list of approved synopsis evaluators will be sent to the RCs.
4. The updated list of Guides will also be sent to the RCs. It will also be uploaded on the IGNOU website under SOSS> MAPC programme.
5. The learner will finalize the synopsis after discussing with the Guide. **The learner needs to refer to the Project Handbook for synopsis preparation format and other details.** Given the current Covid-19 pandemic, the research may be conducted with primary or secondary data. Both online/offline mode can

be used. Primary data can be collected through online surveys and questionnaires or face-to-face by following all the safety measures as prescribed by the Government of India during Covid-19.

6. The final synopsis needs to be sent to the Guide by the learner. And the Guide needs to give his/her consent to guide/supervise the learner in the reply email. It should mention the following:

**“I hereby express my consent to guide Mr./Ms.....Enrolment No. ....of MAPC programme of IGNOU for the Project topic “.....”.**

7. The learner needs to send the final synopsis (in MS Word only) alongwith the guide’s consent in the reply email to the Regional centre in the specific email provided by the RC for this purpose.
8. The learner needs to enclose the copy of grade card regarding completion of MPC 005 and 006.
9. The RC will then forward the entire thing to the synopsis evaluator for evaluation. The RC can check that the following have been enclosed before sending the synopsis for evaluation:  
**(a) Synopsis copy, (b) Guide’s consent in the email, (c) Grade card copy regarding completion of MPC 005 and 006, and (d) category of Guide – academic counselor or from the approved list – need to be mentioned by the learner in the email.**
10. **The evaluator can evaluate the synopsis as per the criteria for evaluation given to them and write down the suggestions in the reply email by numbering 1, 2, 3, etc.. And at the end write Synopsis – Approved, or Not Approved, or Approved with modifications suggested. They can also evaluate**

**the synopsis in the review track mode by writing comments on the synopsis itself.**

11. The comments of the evaluator will then be forwarded to the learner by the RC.
12. In case of any modifications suggested, the learner can do the changes and accordingly resubmit the same to the RC. The RC can send it again to the same evaluator who had evaluated it earlier.
13. In case the learner takes a Guide other than academic counselor or from the approved list, he/she needs to first take approval for the Guide from the Discipline of Psychology by sending the biodata to [swatipatra@ignou.ac.in](mailto:swatipatra@ignou.ac.in) or [projectpsychology@ignou.ac.in](mailto:projectpsychology@ignou.ac.in) After getting the approval only the learner can submit the synopsis to the RC.

**14. Refer to the Project handbook for eligibility criteria regarding Guide.**

15. The learner needs to note that any discussion/email exchange with the guide regarding the synopsis should be done separately. **The learner should send only the final synopsis and the modified synopsis along with the enclosures mentioned in Point no. 9 above, to the RC.**

16. **The last date for online submission of synopsis is extended till 30<sup>th</sup> June 2020. This applies to the Jan 2020 Second year batch and earlier batches who have not submitted their synopsis.**

17. The last date for project dissertation submission has been extended to 30<sup>th</sup> June 2020. Mode of submission will be as decided by the University in due course. The Viva-voce for project will be held only after the TEE (for June 2020) for theory courses get over whenever it is scheduled by the University. The date range for Viva-voce will be informed to the Regional Centres accordingly.

18. For any queries and support, please contact the Faculty, Discipline of Psychology on [psychology@ignou.ac.in](mailto:psychology@ignou.ac.in) or the course coordinator of Project [swatipatra@ignou.ac.in](mailto:swatipatra@ignou.ac.in)

## **Guidelines to Synopsis Evaluators for Online Evaluation of MAPC Project Synopsis**

The following guidelines need to be considered for Online Synopsis evaluation in the present Covid-19 situation to facilitate the MAPC learners to carry out and complete the project course. The revised guidelines for online synopsis evaluation will be applicable for those learners who have re-registered for the Second year till January 2020 session.

Following points may kindly be noted during online evaluation of synopsis by the synopsis evaluator.

1. The synopsis is prepared as per the following sequence: Introduction, Review of Literature, Rationale of the Study, Methodology (Objectives, Hypotheses, Operational definition, Sample, Research design, Tools), Data analysis techniques and References.
2. The synopsis is to be evaluated as per this format for each component. Appropriateness of the topic taken and framing of the topic will also be evaluated and comments can be given.
3. Since this is a Masters level course, the topic taken should not be very elementary. It needs to be relevant and specific. Overall, the relevance and importance of the topic need to be seen. It should contribute something significant to the field of research.
4. The study may involve quantitative or qualitative or mixed approach. Selection of a particular approach needs to be justified in the synopsis.

5. Given the current Covid-19 pandemic, the research may be conducted with primary or secondary data. Primary data can be collected through online surveys and questionnaires or face-to-face by following all the safety measures as prescribed by the Government of India during Covid-19. Both online/offline mode can be used.
6. The Title needs to be specific and should reflect the important variables.
7. Review needs to include studies related to the variables taken in the study. It needs to be written in a flow discussing the various studies and not in bullet points.
8. Research methodology needs to be appropriate as per the research problem and objectives.
9. Objectives and hypotheses need to be framed appropriately.
10. The evaluator needs to consider the sample size depending on the nature of the study – qualitative or quantitative and also given the present Covid-19 situation.
11. Standardized tools or self-developed questionnaires can be used for data collection. The data can be collected online/ offline maintaining physical distancing and other precautionary measures as prescribed by the Government of India.
12. Techniques for data analysis need to be mentioned.
13. **Evaluation consists of three categories: Approved, Approved with modifications, and Not approved.** Approved refers to when the synopsis is appropriate. Not approved indicates that the synopsis is not proper and requires major changes in the design and methodology. Approved with modifications indicates that the synopsis is approved with minor changes (the learner needs to incorporate the modifications suggested in the final dissertation and need not resubmit).
14. In case of any query, the evaluator can contact the Course Coordinator/Programme coordinator by email: [swatipatra@ignou.ac.in](mailto:swatipatra@ignou.ac.in) or [projectpsychology@ignou.ac.in](mailto:projectpsychology@ignou.ac.in)